

# Which students need to take an AIS course?

The current policy regarding AIS is outlined below.

## Needs to take AIS

- Freshman (FR) and UT CAP (UT) admits that are not core complete upon admission to UTSA.
- Freshman Transfer (FT) admits that have earned fewer than 9 hours of college credit **excluding** AP and Dual credit.

## Can petition to substitute a core course for AIS

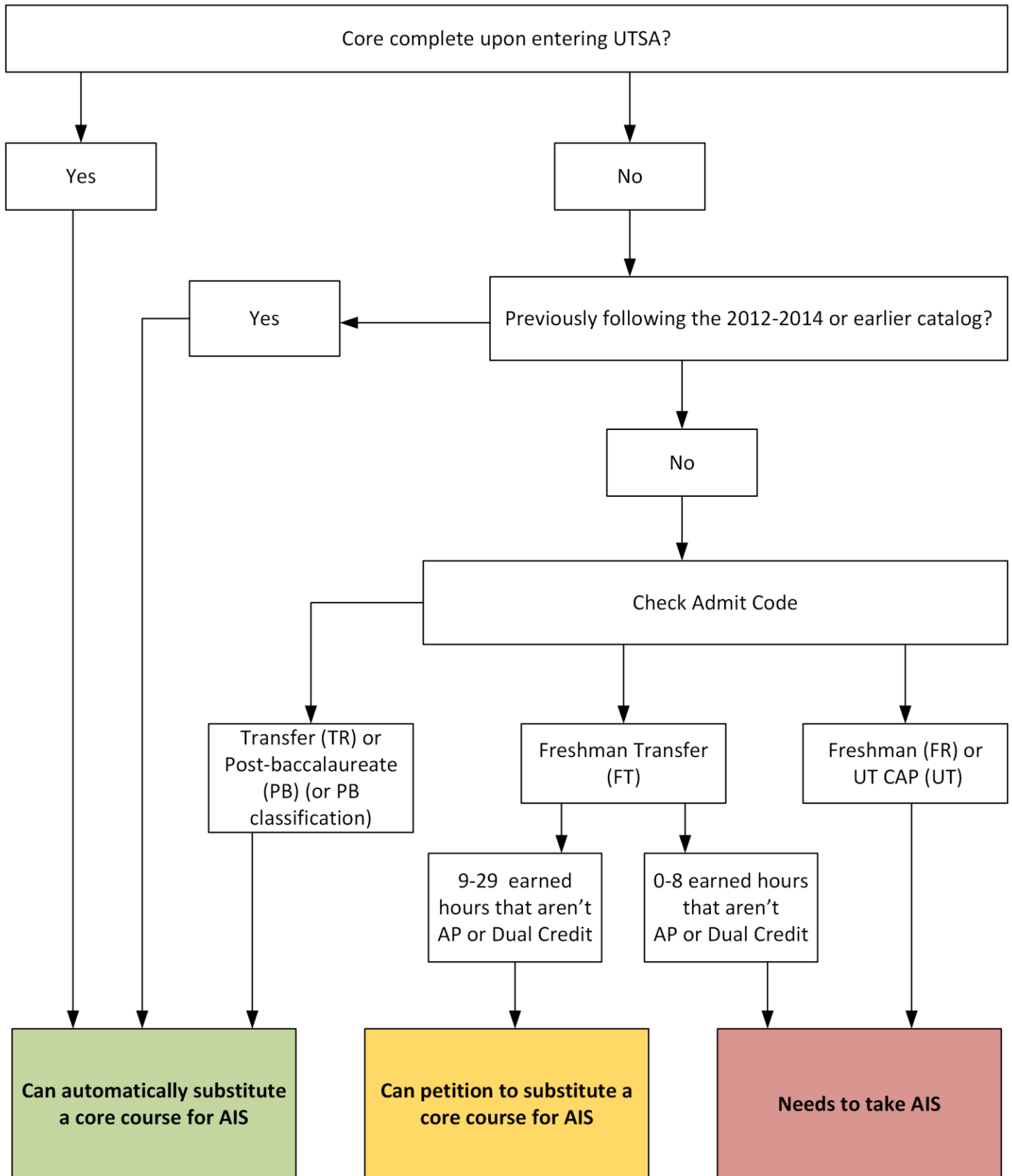
- Freshman Transfer (FT) admits that have earned 9-29 hours of college credit **excluding** AP and Dual credit.

## Can automatically substitute a core course for AIS

- Transfer (TR) and Post-baccalaureate (PB) admits or students with a Post-baccalaureate (PB) classification.
- Any students that have completed their core requirements prior to enrolling at UTSA, regardless of admit type.
- Any students previously following the 2012-2014 or older catalog that update to the 2014-2015 or newer catalog.

The flowchart on the next page provides further guidance for how to determine which students need to take AIS.

# Which students need to take AIS 1203?



# How to substitute a course for AIS in Banner

**\*\*\*Adjustments made by Advisor IV, Director, or Degree Works team only\*\*\***

Currently, if a student is eligible for an AIS substitution, we may apply any unused transfer or UTSA core course in place of AIS. If a student does not have credit for an unused core course, they will need take an additional core course to substitute for AIS.

When a student has an admit type of Transfer (TR) or Post-baccalaureate (PB) or a classification type of Post-baccalaureate (PB), Degree Works will automatically show that the student does not need to take AIS. They will instead have 6 hours listed in the Component Area Option (see the example screenshot below).

If a student has credit for an “extra” core course, it will automatically be applied toward Component Area Option. If a student does not have credit for an extra core course, they will see the full list of Component Area Option courses.

✔ Texas Politics & Society	POL 1133	Texas Politics and Society	C	3	Spring 2019	
✔ Social and Behavioral Sciences	SOC 2013	Social Problems	B+	3	Spring 2023	(R)
✔ Component Area Option	ECO 2023	Introductory Microeconomics	TB	3	Spring 2023	
<b>Satisfied by:</b> ECON2302 - Principles of Microeconomics - Northwest Vista College						
	SPN 1014	Elementary Spanish I	TB	4	Spring 2021	
<b>Satisfied by:</b> SPAN1411 - Elementary Spn I - Northwest Vista College						

If Degree Works shows AIS is required, but the student has been approved to substitute a different core course in its place, an exception should **NOT** be made in Degree Works. For transfer courses, the Director or AAIV will tag the appropriate course with the AIS attribute in SHATRNS. When a UTSA course should be used in place of AIS, the advisor will send a copy of the approved petition to [DegreeWorks@utsa.edu](mailto:DegreeWorks@utsa.edu) letting them know which course should be used.

The image below shows where to enter attributes in SHATRNS to substitute a transfer course for AIS. The “AIS” attribute code should be added to the SHATRNS record of the specific course being used in place of AIS (see the below example that would apply SOC 2013 in place of AIS). Click on “Save” to save the changes to the student’s record. Once the appropriate attribute has been entered in Banner, the student’s Degree Works should reflect the substitution approval.

The screenshot displays the Banner SHATRNS interface for a Transfer Course Form. The title bar reads "Transfer Course Form Information SHATRNS 9.3.17 (PROD)". The main content is divided into three sections:

- TRANSFER COURSE DETAIL:** Shows fields for Sequence Number (5), Subject (SOC1), Course Number(s) (1306), Hours (3.000), Grade (A), Duplicate, Title (Social Problems), Group, and Primary.
- EQUIVALENT COURSE DETAIL:** A table with columns: Sequence Number, Level, Term, Count in GPA, Subject, Course, Hours, Grade, Grading Mode, Repeat, and Repeat System. The row for Sequence Number 5, Level 01, Term 201410, Subject SOC, Course 2013, Hours 3.000, Grade TA, Grading Mode T, Repeat (None), and Repeat System (None) is highlighted.
- COURSE ATTRIBUTES:** A table with columns: Attribute and Description. The row for Attribute AIS and Description Sub for AIS is highlighted.